

Landmarks Commission Meeting Agenda

November 21, 2024, 6:00 PM

New Berlin City Hall

Conference Room A/B

Published: 11.11.2024

Amended: 11.14.2024

- 1) CALL TO ORDER
- 2) ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE
- 3) APPROVAL OF MINUTES: Thursday, September 19, 2024 (See Attachment)
- 4) NEW BUSINESS
 - A.) Nomination/Election of Officers
 - B.) Assess Progress/Set Goals and Priorities for 2025 (See Attachment)
- 5) COMMUNICATIONS
- 6) OLD BUSINESS
 - A.) Replacement of Landmark signs in New Berlin Center, Holy Apostles, Sunny Side and German Evangelical Protestant Cemeteries
- 7) TREASURER'S REPORT
- 8) SET MEETING DATE
- 9) ADJOURN

**MINUTES OF THE LANDMARKS COMMISSION MEETING
SEPTEMBER 19, 2024
CITY HALL
CONFERENCE ROOM A/B**

I. Meeting was called to order by Chairperson Doyle at 6:04 PM.

Present: Chairperson Doyle, Vice-Chair Orzel, Commissioners Ament, Marquardt, Tyskiewicz and Warczak.

Excused: Alderman Harenda.

II. Declaration of Quorum; Public Notice.

III. Approval of Minutes.

July 18, 2024 Landmarks Commission Minutes.

MOTION: Motion to Approve.

VOTE: Motion by Commissioner Marquardt.
Second by Commissioner Ament.

Motion passed unanimously.

IV. Communications – Chairperson Doyle – No Communications.

V. OLD BUSINESS – No Old Business.

VI. NEW BUSINESS.

A. Discussion and Vote on 2025 Annual Budget. (Print-out showing estimated expenditures for 2025 is part of the Agenda Packet).

MOTION: Motion to Request \$2,000.00 for the 2025 Budget.

VOTE: Motion by Commissioner Tyskiewicz.
Second by Commissioner Marquardt.

Motion passed unanimously.

B. Cultural and Historic Resources Chapter 4.

1. Discussion of 12 questions posed by Kelly Wall, Principal Planner, to clarify information submitted by the Landmarks Commission for this chapter. (Questions are part of Agenda Packet).
2. Chairperson Doyle will submit our responses/changes to Kelly.

VII. TABLED BUSINESS.

A. Discussion and Vote on Letter to be Sent to Potential Landmarks Targets. (Draft included in Agenda Packet).

MOTION: Motion to Remove Discussion of Letter from Tabled Business.

VOTE: Motion by Commissioner Ament.
Second by Commissioner Marquardt.

Motion passed unanimously.

Following the discussion of the letter with the minor removal of one word:

MOTION: **Motion to Approve Letter to Send to Potential Landmarks Targets.**

VOTE: Motion by Vice-Chair Orzel.
 Second by Commissioner Warczak.

Motion passed unanimously.

B. Discussion and Vote on Approving Write-ups and Costs to Replace Failing Landmarks Signs on Cemetery Properties.

MOTION: **Motion to Approve Write-ups for Cemetery Signs.**

VOTE: Motion by Commissioner Marquardt.
 Second by Commissioner Warczak.

Motion passed unanimously.

MOTION: **Motion to Approve Funds for Printing of the Signs to Not Exceed \$600.00, then Amended to Not Exceed \$700.00.**

VOTE: Motion by Commissioner Marquardt.
 Second by Commissioner Tyskiewicz.

Motion passed unanimously.

C. Discussion on Updating the Historical Park Brochure – Commissioners Warczak and Tyskiewicz.

1. Commissioner Tyskiewicz has made corrections of spelling/wording, using the information on the present brochure. The city logo will be used on the front of the brochure, and maps showing the locations of Landmarks in the city and the Prospect Hill Historic District will be eliminated for simplicity.
2. Commissioner Warczak is experimenting with various “publisher” programs.
3. It was suggested that Kelly Wall be contacted to see if the city could design a brochure if we provide the information and photos.

D. Review and Approve Informational Write-ups for the City Website of the Little Grove School, Miller Property, and the New Berlin Soap Box Derby. Write-ups not available at this time.

VIII. TREASURER’S REPORT – Commissioner Warczak – Treasury stands at \$1960.00.

IX. NEXT MEETING – Due to lack of quorum for the October 17, 2024 meeting, our next meeting will be held on November 21, 2024 in the City Hall Conference Room A/B at 6:00 PM.

X. ADJOURN at 7:57 PM.

MOTION: **To Adjourn.**

VOTE: Motion by Commissioner Marquardt.
Second by Commissioner Warczak.
Motion passed unanimously.

Respectfully submitted,

Jennifer Tyskiewicz
Landmarks Commission Secretary

City of New Berlin Landmarks Commission

Chapter 4: Comprehensive Plan Overview

MISSION (Pages 4.1 – 4.2)

The mission of the New Berlin Landmarks Commission is to serve the people of the City as stewards of improvements and districts, and to develop historical, cultural, social, political, and economic interest in our community. Continuation of our heritage for current and future generations is accomplished through the perpetuation and use of such improvements and districts, and by educating the citizenry and fostering in them a deep sense of civic pride in the beauty and noble accomplishments of the past and present.

VISION (None)

(Often called a tag line or the elevator pitch, the vision statement supports the mission statement. It is short, concise and looks to the future.)

PURPOSE/GOALS (Page 4.2)

- Increase public awareness of the City's origin, development, and historic significance;
- Conserve, protect and preserve the unique qualities and distinctive historic characteristics of the community; and
- Facilitate restoration and rehabilitation of historic structures, landscape features and other culturally significant physical objects and geographic areas.

To be achieved through the following tasks: (Page 4.42)

- Increase public awareness of the City's origin, development, and historic significance;
 - 1) Prepare, place, and maintain signs/QR codes at each designated site and district.
 - 2) Maintain and update the list of historic districts and cultural resources.
 - 3) Continue ongoing projects to educate the community.
 - 4) Continue to promote and be involved in New Berlin's Historical Days.
 - 5) Work in conjunction with the New Berlin Historical Society to meet the goals of the Commission.
- Conserve, protect and preserve the unique qualities and distinctive historic characteristics of the community;
 - 1) Encourage a proactive Landmarks Commission; set annual goals and priorities.
 - 2) Continue to work with and support the New Berlin Historical Society.
- Facilitate restoration and rehabilitation of historic structures, landscape features and other culturally significant physical objects and geographic areas.
 - 1) Follow the procedures set forth in Chapter 141 of the Municipal Code for any historic designations.
 - 2) Share resources with the New Berlin Historical Society.

ASSESSMENT

- 1) Were each of the tasks listed above accomplished? Can you provide at least one example?
- 2) Did successful completion of the task help the Landmarks Commission to achieve the intended goal?
- 3) Should the task be continued, modified, replaced, or removed from the list?
- 4) Are there any goals that need attention?
- 5) How might the Landmarks Commission implement a more regular and robust assessment procedure?

ACCOUNT DETAIL HISTORY FOR 2024 01 TO 2024 11

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
15280000	54110		SUPPLIES							
							REVISED BUDGET			2,000.00
24/03	15	03/13/24	API 138096		230038	273360		40.00	40.00	
	W	031324	2024 COMMISSION MEMBERSHIP-LAN WAHPC							
LEDGER BALANCES --- DEBITS:					40.00	CREDITS:	.00	NET:	40.00	
GRAND TOTAL --- DEBITS:					40.00	CREDITS:	.00	NET:	40.00	
1 Records printed										

** END OF REPORT - Generated by Thu Van Hintz **